

LETTER OF INSTRUCTION

STATINTL Supply Division [REDACTED]

Position No. GS-12 Procurement Officer

1. The purpose of this memorandum is to provide you, the incumbent of the above position, with a clear understanding of your Branch, the responsibilities of your position and what is expected of you.

ATINTL 2. The Small Purchases Branch [REDACTED] is responsible for the procurement, shipment and/or delivery of low-cost, common items which are handled under an imprest fund or procured on a [REDACTED]

STATINTL Property Procurement Allotment/Property Requisitioning Authority and Financial Property Accountability systems.

3. As Branch Chief, you are expected to have a thorough knowledge of the scope, the responsibilities and authorities (as expressed in [REDACTED] 29 July 1974) and the procedures for accomplishing the mission of the Branch and to supervise the activities of subordinates. Specifically, you will be responsible for:

- a. The management and administration of personnel assigned to the Branch to insure that they are knowledgeable of their position

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responsibilities; they thoroughly understand the scope of Branch functions and the authorities and limitations insofar as procurement and expenditures are concerned; they are properly trained; and are crossed-trained in other positions within the Branch. Training is of paramount importance and we must insure that minimum standards are as outlined in [REDACTED] and external training opportunities are afforded worthy employees.

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b. Maintaining a requisition register of customer requests in sufficient detail to determine the status of each requirement and provide pertinent statistical data. Fulfilling those requests for which authority has been granted for procurement and processing within the limitations and time-frames stipulated in [REDACTED] Cancellation of requests received by the Unit which are not within the scope or authority of [REDACTED] and notify and request the Headquarters component concerned to initiate a requisition (Form 88) through normal channels to CC&DB/SD for the cancelled item; citing PRA in lieu of funds.

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c. Limiting purchases to items having a unit cost of \$200 or less with a further limitation of \$2,500 per line item or order to a single vendor. Exceptions to the \$200 per unit cost limitations will be approved by the Chief, CD, and the basic request so annotated for auditing purposes. Procurement will be restricted to the Wash-

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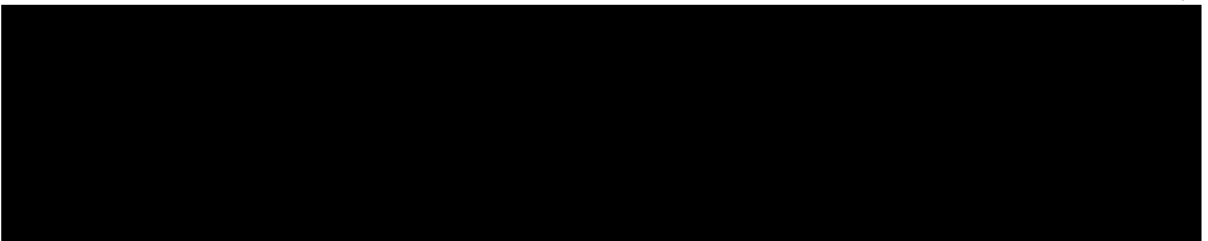
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ington Metropolitan Area except when the urgency or the nature of the requirement justifies procurement elsewhere. Procurements outside the area will be carefully analyzed before placing an order and be kept to a minimum.

d. The control and administration of an imprest fund not to exceed \$40,000 involving the disbursement of funds for authorized procurement and services, the advance of funds to authorized persons, in accordance with authority from the Office of Finance, the certification for the receipt of materiel and services, the payment of parcel post charges in connection with the shipment of materiel, the obtaining receipts for the payment of materiel and services to support accountings and the preparation and submission of periodic accountings to the Office of Finance. Accountings will identify each expenditure as to the customer DCN and FAN.



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f. Verifying and certifying that each transaction appearing on the GSA Schedule (Account 291.080) is correct and that the supplies and/or services have been received.

g. Converting the vendors sales slip, invoice, etc. into a

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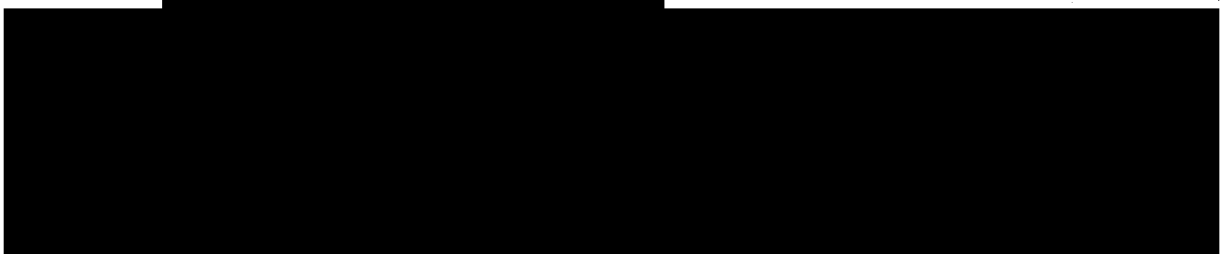
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receipt and shipping instrument by affixing and completing the "NON-FPA" stamp, citing the customer's DCN and FAN and other data.

h. Packing and shipping by parcel post materiel procured for overseas activities having an APO/FPO mailing address; or for "Pouch", or diverting to P&CS/MFB when nature or size of materiel warrants (using a Form 291 as the shipping document). Delivery of packed materiel will be made to the Freight Traffic Branch, accompanied by appropriate documentation and/or properly marked or addressed for shipment or local delivery.

i. Maintaining a register of the block of Purchase Order

Numbers



1. The development and publication of procedures applicable to the operation of the Branch.

4. In accomplishing the functions of the Branch and/or your responsibilities, you will be expected to keep your workload current to insure that deadlines are met. Good management principles are to be exercised at all times using good judgment and common sense. Workloads will be continuously reviewed and managed to preclude the necessity for overtime.

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except for unforeseen priorities and/or emergencies. Overtime must be justified and controlled to keep it at the minimum.

5. You must be concerned about personnel at all times; their personal desires and objectives, attitudes, and performance. You will be expected to apply a considerable amount of supervisory skill in providing professional guidance and administrative know-how in handling personnel and/or training matters. Leave will be planned in advance, schedules established and adjusted, as required, in order that operations will not be impaired; fitness reports must be submitted on time. Fitness Reports must be written to indicate compliance with individual Letters of Instruction. You must know where people are at all times; keeping in touch with those on leave for extended periods of time. Where you feel a good job has been done, commend the employee concerned and bring the accomplishments to my attention. Where personnel are not providing proper initiative or quality of work, I wish to be informed of same. Constant awareness of the importance of security, safety, and cost factors must be imparted to all personnel.

6. Your ability to manage your Branch so that Agency activities are properly supported with a minimum of problems and discrepancies will be a matter reflected in your fitness reports.

7. Suggestions for change, constant review of procedures, and the generation of ideas toward improvement of your operation, as well as initiative in problem solving will be expected in your performance.

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8. Please consult with me or my Deputy at any time concerning any problem areas for which you need assistance or which you feel should be brought to our attention. I or my Deputy will discuss your performance with you periodically and your fitness report will reflect the quality of your performance of those functions and duties specified in this Letter of Instruction.

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Chief, Small Purchases Branch

23 August 74
Date

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